



Manistee County Courthouse
415 Third Street • Manistee, Michigan 49660

CLERK

Lindsey Marquardt
(231) 723-3331

CONTROLLER/ADMINISTRATOR

Lisa Sagala
(231) 398-3504

Board of Commissioners

CHAIRPERSON

Jeffrey Dontz

VICE-CHAIRPERSON

Karen Goodman

Margaret Batzer

Eric Custad

Pauline Jaquish

Nikki Koons

Richard Schmidt

POLICY COMMITTEE

Friday, December 16, 2022
2:30 p.m.

Manistee County Courthouse & Government Center
Board of Commissioners Meeting Room

MINUTES

Members Present: Margaret Batzer; Nikki Koons; and Karen Goodman, Chairperson

Members Absent: None.

Others Present: Undersheriff Jason Torrey; Clayton Kelley, 19th Circuit Court; Lisa Sagala, Controller/Administrator; Julie Griffis, HR Generalist; Lindsey Marquardt, County Clerk

The meeting was called to Order at 2:32 p.m.

NOTE – Items requiring Board Action are indicated in BOLD

PUBLIC COMMENT

None.

NEW BUSINESS

OLD BUSINESS

STARTING WAGE POLICY

Julie Griffis presented the draft of the Starting Wage Policy. (Appendix A) Julie added the verbiage “as long as the wage falls within the department’s budget.” as requested at last month’s meeting. Discussion followed regarding having an overall wage policy with the Starting Wage Policy being one portion of the overall policy. The Starting Wage Policy will become the first part of the Wage Classification Policy for Manistee County. The policy will go before the Board of Commissioners at their January 3, 2023 organizational meeting.

Moved by Batzer, seconded by Goodman to recommend approval of the Wage Classification Policy. Ayes. All. Motion Carried.

NEXT MEETING OF POLICY COMMITTEE

The next meeting of the Policy Committee will be held on February 24th, 2023 at 2:30p.m.

OTHER ITEMS FROM COMMITTEE MEMBERS

None.

The meeting was adjourned at the Call of the Chair at 3:13 p.m.

Nikki Koons

Karen Goodman, Chairperson

Margaret Batzer

Starting Wage Policy

Objective

The policy will allow Manistee County Department Heads/Elected Officials the latitude to recruit new employees and place them above the minimum range. The goal is to improve employee recruitment/retention of the newly hired employee who demonstrates greater experience and expertise above the "minimum range" levels.

Structure

New employees will be placed in the appropriate pay grade per the Manistee County Classification and Compensation Study Grade Structure that was adopted by the Manistee County Board of Commissioners on July 19, 2022.

For new employees, placement to any position will ideally be made at the minimum rate of the suggested pay range. Each new hire will inevitably be unique and may represent a situation in which greater experience and expertise were objectives in recruitment. Therefore, each new hire should be assessed individually and placed at a range level consistent with the County's needs and market demands. Each Department Head/Elected Official will have up to a 3% latitude in each new employee starting wage greater than the "minimum range" level stated in the Manistee County Classification and Compensation Study Grade Structure as long as the wage falls within the department's budget.

2023 CALENDAR

JANUARY

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FEBRUARY

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2023 HOLIDAYS

1 Jan	New Year's Day	4 Jul	Independence Day	24 Nov	Day After Thanksgiving
2 Jan	New Year Holiday	4 Sep	Labor Day	22 Dec	Christmas Eve
16 Jan	Martin Luther King Jr. Birthday	9 Oct	Columbus Day	25 Dec	Christmas Day
20 Feb	President's Day	10 Nov	Veteran's Day	29 Dec	New Years Eve
7 April	Good Friday	23 Nov	Thanksgiving Day	1 Jan	New Years Day
29 May	Memorial Day				

4th Friday @ 2:30 PM